TDC Advisory Council
Meeting Summary
Friday, January 25, 2019
10:00 a.m. to 11:30 a.m.

Peter Renner, Talent Management Deputy Director	Executive Sponsor
Debora Branham, Learning and Professional Development Administrator	Project Lead / Owner
Rod Cheatham, Talent Development Program Manager	Project Manager
Vince Williams, Talent Development Program Manager	Project Manager

Attendees: Debora Branham (DAS); Rod Cheatham (DAS); Joel Coughlin (DAS); Matt Dyer (OBM); Abbie Frase (MCD); Ray Justice (DAS); Cindy Orr, (JFS); Dan Piercy (DAS); Cassandra Richards (DAS); Jonathan Rollings (OOD); Stan Sikorski (DAS); Maggie Toal (DAS); Vince Williams (DAS); Patricia Winbush (DAS)

Absent: Jen Adair (DAS); Michael Buerger (DAS); Helena Carter (ODH); Paul Dyke (DAS); Steve Galloway (DRC); Matt Gill (BWC); Cyndi Hill (BWC); Kate Nicholson (DAS) Represented by Cassandra Richards (DAS); Maggie Toal (DAS)

Meeting Objective: To provide an overview of the Project Charter, the proposed high-level Work Plan and Work Breakdown Structure (WBS) for the online repository.

- **Welcome:** Debora opened the meeting at 10:06 a.m. and welcomed the Advisory Council members.

- **General Updates:** Rod provided the following updates:

  - Good engagement on panel discussion in December during the annual meeting.

  - Post meeting survey sent after the meeting. Didn't receive many responses to survey but those who did respond indicated project elements were clear. More than 66.6 % strongly agreed the Online Repository will support the growth and development of HR professionals at their agencies.

  - Vincent Williams was introduced as a new team member of DAS-HRD, LPD. He will serve as co- project manager for the TDC. He brings training and EEO experience, as well as HR director experience.

  - Rod and Vince have been meeting with Mark Shell who oversees the DAS Project Success Center (PSC), helping state agencies roll out projects. Mark will be a guest speaker for the February Advisory Council meeting.

- **Project Charter:** Debora provided overview of the project charter (Click here for project charter):

  - Estimated end date: December 2019
  - Stan will reach out to Glenn Coleman of DAS IT for any security issues and concerns.
  - Stan and Debora will meet with Sydney Waugh to further discuss the feasibility of the Myohio–HCM Portal being the platform for the online repository.

- Several council members volunteered to check the types of resources on the item portal page. Assigned: Dan Piercy, Abbie Frase, Joel Coughlin and Ray Justice.

- **Work Breakdown Structure (WBS):** Rod provided an overview of the high-level Work Plan as well as WBS:

  - There are four main deliverables, each with action items - all developed by Council Members.
  - Consulted with Mark Shell who provided the WBS diagram utilizing WBS Pro software.
  - Will work with Mark to schedule out tasks in MS project from the WBS Pro.

- **Survey Team:** Michael Buerger, Matt Dyer, Abbie Frase and Jonathan Rollings volunteered to work on the survey team. Debora led the discussion on developing the survey to start assessing the training needs of HR professionals at state agencies. Council members indicated the following items will need to be addressed:

  - Council reach out to agencies to see what kind of training and resources are Needed.
  - Will need to develop survey with the right questions.
  - Team to draft proposal to share with the group.
  - Will need a couple of meetings before the survey is finalized.
  - Vet survey with Executive Sponsors, Kevin Mislead and Peter Renner.
  - Identify the type of training do the agencies use today and determine if agencies are willing to share.
  - Identify the type of training is needed and determine what be used. Could include anything they need to do their job as HR professionals. Understand what that looks like in the training world.
  - Could be resources at OCB that we could link to instead of recreating it.
  - Example of everything HR would need: Benefits, Class and Comp, Recruiting and Onboarding (not Taleo Recruit)- provide a link to Ohio Learn.
  - Determine if a Wiki would be beneficial. May need to define some of the terms with examples for people who don't always use the tool in question (e.g., Wiki).
  - Disability module - held a couple of sessions, do an eLearning which is in ELM.
  - Need to look in ELM to see what inventory list of trainings is available.
  - Survey question suggestions should be sent to the survey team before next meeting.
  - Council to determine survey audience, which could be HR administrators or people doing certain HR functions (e.g., Class and Comp, Benefits, etc.). Will need to determine.

- **Next Steps:** Debora offered next steps stating:

  - Will have charter reviewed and approved after sending to the Advisory Council.
  - Will talk to Sydney Waugh next week about the MyOhio-HCM platform. That will be a key component if the Council moves forward to house the online repository on MyOhio-HCM Platform.
  - Debora will design a PPT to provide an overview to executive leadership. She asked for volunteer presenters.

- **Wrap-up:** Rod asked the Council members to review the WBS Chart and choose areas where they would like to utilize their expertise. We will discuss more assignments. The meeting concluded at 11:20 a.m. and the survey team met briefly after the meeting.